

# VACANCY NOTICE

#2005-43

CS-376  
REV(9/93)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: Junior Resource Specialist	CLASSIFICATION CODE: 02709100
	SALARY RANGE: 119, \$30750-34156	REFERENCE POSITION NO.: 2410-12000-50
	Department or Agency Name Administration	APPLICATION PERIOD: 3/25/05-3/31/05
	Division/Section/Unit Central Management/Employee Relations Unit	
	Assignment(s) / Comments	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI 02908
	Restrictions/Limitations: LTPS 9/17/05	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union: _____	
	There is _____ is not <u>x</u> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
• <b>Reasonable Accommodations:</b>		
If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.		
• <b>Medical Information:</b>		
Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).		
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>	
	Under supervision, to provide assistance to the Human Resources Coordinator by performing routine technical and analytical work related to the development and implementation of human resource programs as they relate to personnel and payroll issues. Duties include typing a variety of personnel action forms such as those for appointments, promotions, transfers, terminations, leaves of absence and reallocations; responsible for the review of such forms to ensure completeness, accuracy and conformance to pertinent laws, rules, regulations, policies and union contracts; preparation and distribution of the Department's vacancy notices; filing personnel and payroll documents; maintenance of personnel files; upon request, entering exception hours into an automated payroll system; preparing routine retroactive payments for payroll; preparing necessary payroll documents including computation of fiscal data; sufficient proficiency in Microsoft Word and Excel required to prepare memos, letters, spreadsheets and other documents as needed; and to do related work as required.	
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	<u>Education:</u> Such as may have been gained through: completion of at least two years of academic study in an accredited institution of high education; and <u>Experience:</u> Such as may have been gained through: employment involving the application of human resources standards and principles. <u>Or</u> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kathleen V. Bowen	Telephone #: (401) 222-6438
	Department of Administration	Fax #: (401) 222-4208
	Central Business Office	TTY/TDD #: 7 1 1
	One Capitol Hill	(Telecommunication Device for the Deaf)
	Providence, RI 02908	



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